

Select the type of bullet point that you require from the **Bullet Library**. In this case, you can choose any symbol like the ✓. The bulleted list will look like this.



Notice how the bulleted list has been indented automatically in from the left margin, although not by at least 3 centimetres. To indent it further, you need to change the paragraph setting on the ruler.

If the ruler cannot be seen at the top of the page, click on the **View Ruler** icon on the right above the scroll bar. This will display the ruler at the top of the page. (See Section 10.19 for more information on the ruler.)

Highlight all of the bulleted list. On the ruler, click the left mouse button on the rectangle (not the triangle) and hold it down whilst dragging the handle to the right. Make sure that both handles are more than 3 centimetres to the right of the margin. The finished ruler should look like this.

The bulleted list will now be indented like this. Save the file.



Topics covered so far in chapter 10 ¶

Whilst studying chapter 10, I have learnt how to: ¶

- ✓ → enter data from an existing file ¶
- ✓ → key in and edit text ¶
- ✓ → import images from a variety of sources ¶
- ✓ → place and manipulate images ¶
- ✓ → set the page size and orientation ¶
- ✓ → set page margins ¶
- ✓ → use headers and footers ¶
- ✓ → set page, section and column breaks ¶
- ✓ → use columns ¶
- ✓ → set font styles and sizes ¶
- ✓ → emphasizing text ¶
- ✓ → use lists ¶



Topics covered so far in chapter 10 ¶

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- ✓ → use columns ¶
- ✓ → set font styles and sizes ¶
- ✓ → emphasizing text ¶
- ✓ → use lists ¶

Task 10k

Open the file saved in Task 10j.
Change the bulleted list into a numbered list using roman numerals.
Save the file with a new filename.

Open the file and highlight the entire bulleted list. Select the **Home** tab, the **Paragraph** section and click on the **Numbering** icon.

This will place numbers next to each of the list items. To choose the type of numbering used, select the drop-down handle instead of the icon.

Select the type of numbering that you require from numbering library. In this case you can choose the roman numerals as that was specified in the task. Save the file.

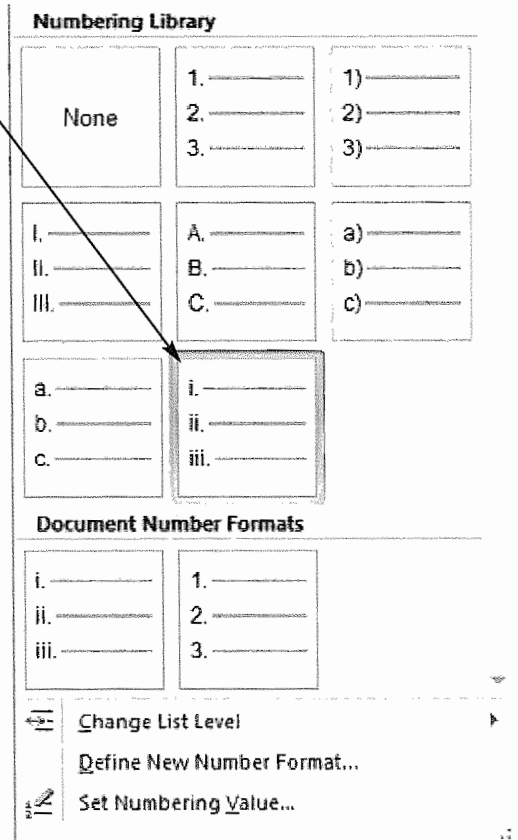
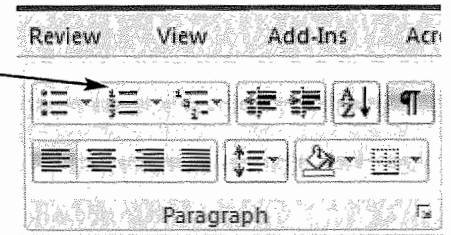
Make sure that, if the bulleted list contains short items that would make up the end of a sentence, it has a colon before the list, each list item starts with a lower case character and only the last item in the list has a full stop.

Word will try to place capitals on each list item, but this is not correct as each one is not a new sentence. You must adjust these to get a list looking like this.

For breakfast I had:

- cereal
- toast
- a cup of tea.

When it was lunchtime



Activity 10h

Open the file TEXT4.RTF and place your name on the left, today's date in the centre and the filename on the right in the header. Make the blue text into a bulleted list, using a bullet of your choice. Make sure that this bulleted list is indented by at least 2 centimetres. Make the green text into a numbered list, using numbers followed by a bracket. Make the red text into a bulleted sub-list, indented from the numbered list using different bullet points. Change the colour of all the text to black. Save the file with a new name.

10.17 Using tables

Task 10i

Open the file that you saved in Task 10i. Add to the end of the document the following text as a new paragraph:

'Temperatures recorded at one weather station in Ross-on-Wye during the week read:'

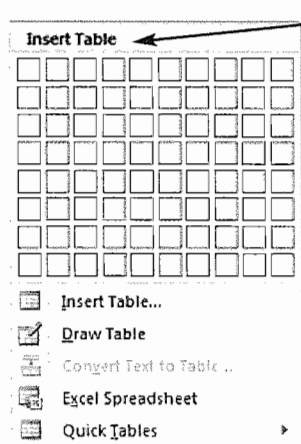
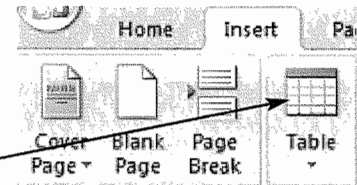
Below this add the table shown opposite: Save the file with a new filename.

	Maximum	Minimum
2nd Feb	3	-1
3rd Feb	5	-3
4th Feb	5	-3
5th Feb	2	-1
6th Feb	2	-1
7th Feb	5	-3
8th Feb	4	-2

Tables of data may need inserting into your word-processed documents. You have already inserted a table from a .csv file in Task 10a.

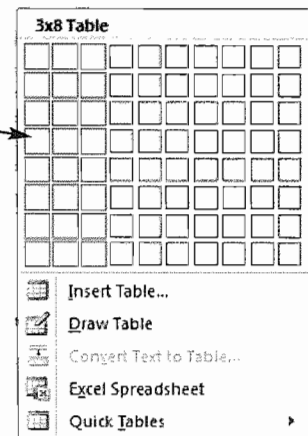
Open the file that you saved in Task 10i and add the text as a new paragraph to the end of the document.

To create a new table you must first work out how many rows and columns the table contains. By counting them, you can work out that this table contains 3 columns and 8 rows. Move the cursor to the correct place in the document, then select the **Insert** tab, the **Pages** section and click on the **Table** icon in the **Tables** section.



This will open the **Insert Table** drop-down menu. Move the cursor over the grid until it highlights the three columns and eight rows that you need, like this.

Click the left mouse button in the last highlighted cell of the grid and this will insert a 3 by 8 table into your document. Add the text from the task into this table. You can move the cursor into the next cell by pressing the <Tab> key. If you need more rows than the eight available, move the cursor into the



last cell of the table and press the <Tab> key to create a new row. If you need lots of new rows, hold down the <Tab> key.

Activity 10i

Create a new document with the title 'Skills to practise using tables'. Create this table, below the title.

Function	How	Feature		
Insert	Insert tab	Table		
	Right click	Rows		
	Right click	Columns		
Delete		Rows		
Format		Cells	Alignment	Left, right, centre, fully justified
				Top, centre, bottom
			Colour, shading	
		Rows	Breaks across page	
		Gridlines	Show	
			Hide	
Text wrapping		Cells		

Task 10m

Open the file TEXT5.RTF and place your name on the right in the header. Delete the second column and the 'Martial arts' row. Insert a new third column with this data.

Insert a new row between the 'Dance workshop' and 'Discover Scuba' with this data.

Craftworkshop	0	3	2	3
---------------	---	---	---	---

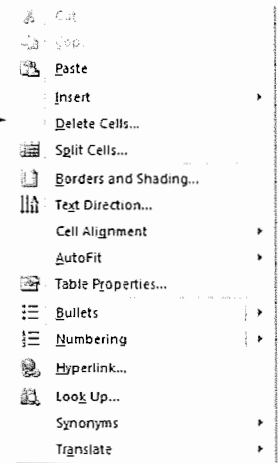
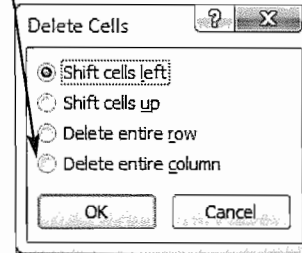
Merge cells 2 and 3 in the top row and cells 4 and 5 in the top row. Save the file.

Second choice
1
2
21
18
2
3
10
5

Open the file TEXT5.RTF and place your name on the right in the header. To delete the second column, move the cursor to any cell in this column and click the right mouse button, to get the drop-down menu like this.

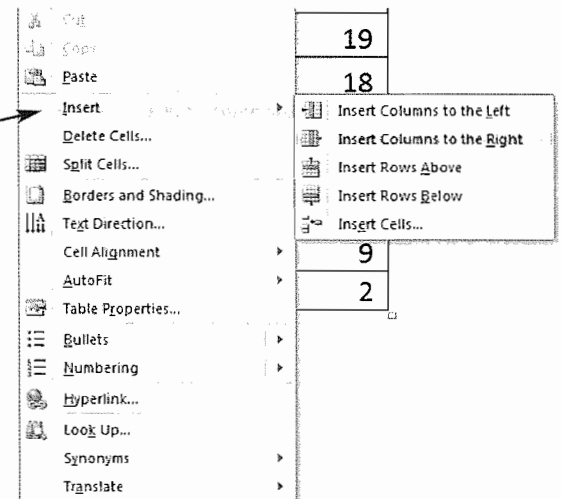
Select **Delete Cells...**, which will open the **Delete Cells** window. Select the radio button for **Delete entire column** and click on **OK**.

Repeat this method to delete the 'Martial arts' row. Right mouse click in any cell in this row and select **Delete Cells...**. This time select the radio button for **Delete entire row** before clicking on **OK**.



To insert a new third column, right click the mouse in any cell in the second column to obtain the drop-down menu. Select **Insert**, then **Insert Columns to the Right**. This will insert the column. Enter the text shown in the task into the cells.

Use a similar method to insert the new row. Click the right mouse button in any cell in the 'Dance workshop' row. Select **Insert**, then **Insert Rows Below**. This will insert the new row. Enter the text shown in the task into the cells.



Activity	X population		Y population	
	First choice	Second Choice	First choice	Second Choice
Jewellery making	0	1	1	2
Paintballing	39	2	37	19
Boulogne trip	52	21	56	18
Rock workshop	3	18	2	3
Dance workshop	0	2	2	10
Craft workshop	0	3	2	3
Discover scuba	4	3	8	8
Beauty	4	10	1	9
Ceramic painting	0	5	1	2

To merge cells 2 and 3 in the top row, highlight both these cells and then click the right mouse button on one of the highlighted cells to get the drop-down menu. Select **Merge Cells**. Repeat this for the two cells placed to the right of the cells that you have just merged. The completed table should look like this. Save the file.

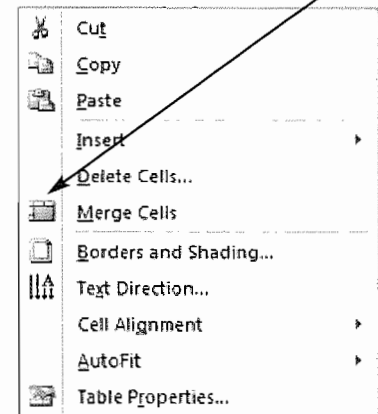
Activity 10j

Open the file that you saved in Activity 10i. Delete the top row and second column of the table.

Insert a new row above the row containing the word 'Format'. Insert the text 'Columns' in cell 2 of this new row. Insert a new fourth column with this data.

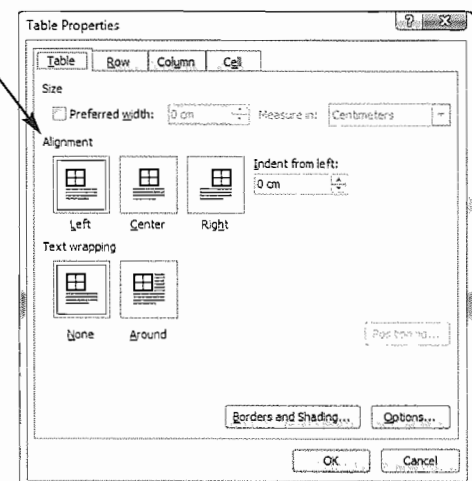
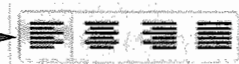
In column 1, merge the cells containing 'Insert', 'Delete' and 'Format' with the blank cells below them. In column 2, merge the cells containing 'Cells' and 'Gridlines' with the blank cells below them. In column 3, merge the cell containing 'Alignment' with the blank cell below it. Save the file with a new name.

Horizontal
Vertical



Tables can be formatted so that they can be aligned left, right or centrally between the margins. Text can be wrapped around the table or not as required. These features are found in the table properties: click the right mouse button in the cell of the table, then select **Table Properties...** and the **Table** tab within the **Table Properties** window. The table alignment can be selected in the **Alignment** section and text wrapping around the table can be switched on or off in the **Text wrapping** section.

Cells can be formatted so that the contents can be aligned both horizontally and vertically within the cell. Horizontal alignment can be set and changed by highlighting the relevant cells, selecting the **Home** tab and the **Paragraph** section and using the alignment icons within that section. See Section 10.18 for more details.



Task 10n



Open the file that you saved in Task 10m.

Right align all of the cells containing numbers in the second column. Centre align all of the cells in the top two rows.

Set the background colour of all cells in the top two rows to yellow. Ensure that there is no text wrapped within the cells of the table. Vertically align all data to the top of each cell.

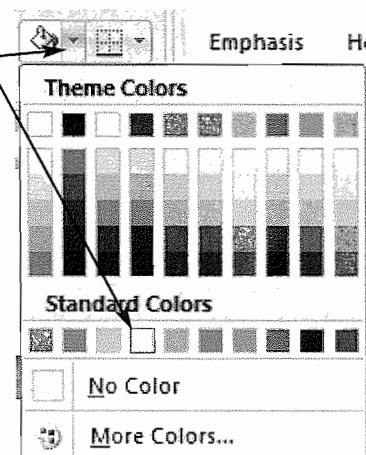
Remove the gridlines from any unused cells.

Save the file with a new name.

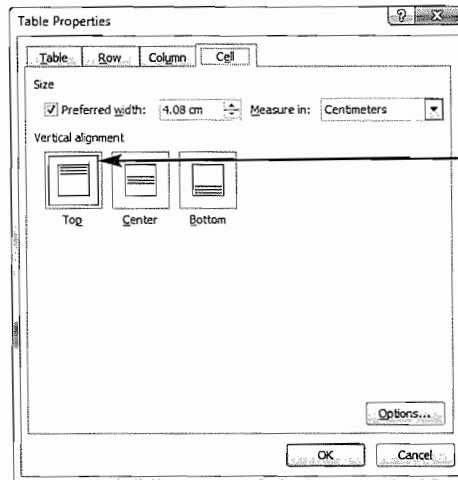
To right align the numbers in the second column, highlight these cells, then select the **Align Text Right**  icon in the **Paragraph** section under the **Home** tab. Repeat this method to centre align the cells in the top two rows: highlight these cells and click on the **Center**  icon in the **Paragraph** section. While these cells in the top two rows are highlighted, select the **Home** tab, in the **Paragraph** section and click on the drop-down list for the **Shading** tool. Select the yellow colour from the palette, which will set the background colour for these cells.

To ensure that there is no text wrapped within the cells of the table, the column widths of the table need adjusting to fit the text within them. Make sure no cell within the table is selected before placing the cursor over the gridline between the cells. This cursor will change to appear like this. Without moving the mouse, double click the left mouse button. Repeat this for each column that needs resizing. Make sure that the completed table does not fit outside the margins of the page. This will be penalised in the practical examinations.

Activity	X population		Y population	
	First choice	Second Choice	First choice	Second Choice
Jewellery making	0	1	1	2
Paintballing	39	2	37	19
Boulogne trip	52	21	56	18
Rock workshop	3	18	2	3
Dance workshop	0	2	2	10
Craft workshop	0	3	2	3
Discover scuba	4	3	8	8
Beauty	4	10	1	9
Ceramic painting	0	5	1	2



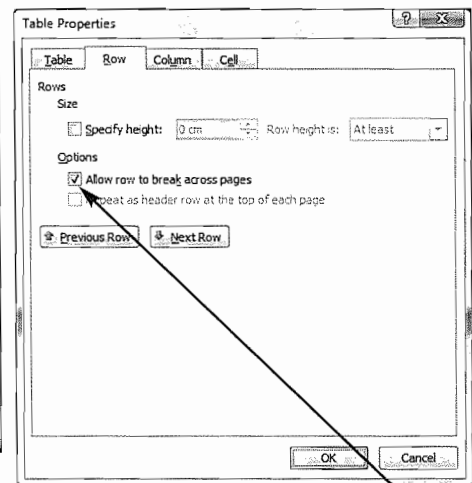
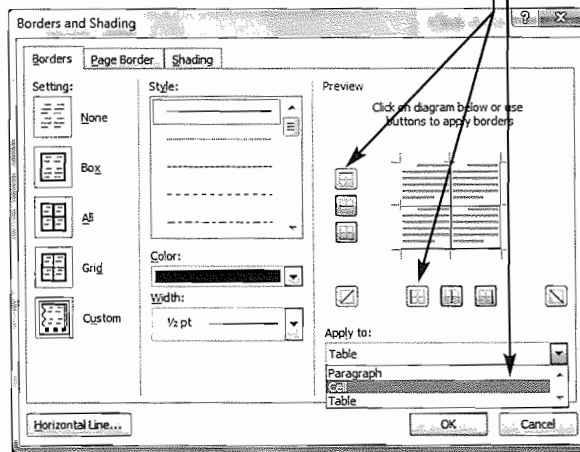
Activity	X population		Y population	
	First choice	Second Choice	First choice	Second Choice
Jewellery making	0	1	1	2
Paintballing	39	2	37	19
Boulogne trip	52	21	56	18
Rock workshop	3	18	2	3
Dance workshop	0	2	2	10
Craft workshop	0	3	2	3
Discover scuba	4	3	8	8
Beauty	4	10	1	9
Ceramic painting	0	5	1	2



To vertically align all data to the top of each cell, highlight all the cells that require this. Right mouse click in the table, select **Table Properties...**, and select the **Cell** tab. Select the option for **Top** and click on **OK**.

To remove the gridlines from the unused cell in the top left corner, right mouse click in that cell of the table and choose **Borders and Shading...** from the drop-down menu to open the **Borders and Shading** window. Select the **Borders** tab.

Click the left mouse button on each of the lines that you wish to remove and in the **Apply to:** section select the option for **Cell**



from the drop-down list, before clicking on **OK**. Remember to remove the yellow background from this cell, using the method shown earlier in this section.

Sometimes, when text wrapping is present, a table row and its contents will be split between two different pages (or columns). To make sure that this does not happen, highlight the entire table, right mouse click and select **Table Properties...**, then the **Row** tab. Remove the tick from the **Allow rows to break across pages** tick box and click on **OK**.

Activity 10k

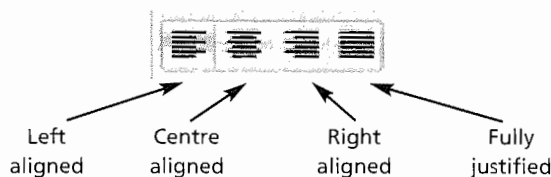
Open the file that you saved in Activity 10j. Right align all the cells in the first column. Left align all other cells in the table. Set the background colour of all cells in the first column to light grey. Ensure that there is no text wrapped within the cells of the table. Vertically align all data to the middle of each cell. Remove the gridlines from any unused cells. Save the file with a new name.

10.18 Text alignment

Text can be aligned in four basic ways. It can be aligned:

- to the left margin with a ragged right margin which is called left aligned
- to the centre of the page, which is called centre aligned
- to the right margin, which is called right aligned
- to both margins which is called fully justified.

As you saw in Section 10.17 the text is aligned by selecting the text and then using the alignment icons. These icons are found in the **Paragraph** section under the **Home** tab.

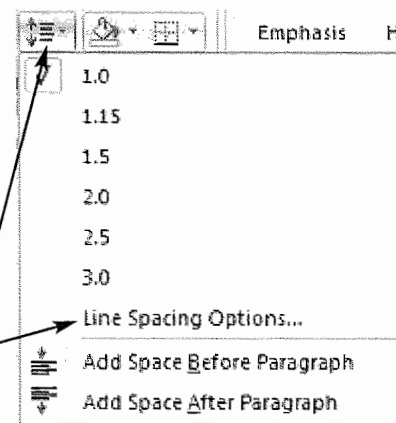


Activity 10I

Open the file TEXT6.RTF and place your name in the centre of the header. Make only the title a 36 point sans serif font that is centre aligned and fits in a single, full width column. Move the third paragraph so that it becomes the last paragraph. Fully justify the body text. Centre align the second paragraph. Left align the third paragraph. Right align the fourth paragraph. Make the first word 'grew' in the story 16 points high, the second 'grew' 20 points and the third 'grew' 24 points. Save the file with a new name.

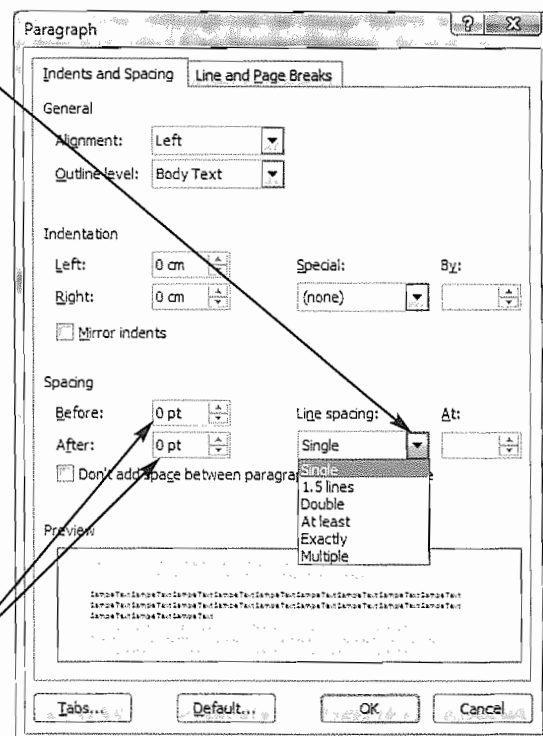
10.19 Line spacing

Different line spacing can be used to present different page layouts. The most commonly used layouts are single line spacing, 1.5 line spacing and double line spacing. To change the line spacing in a paragraph, select the **Home** tab, and look in the **Paragraph** section to find the **Line spacing** icon. Select this icon to open this drop-down menu. Although you can change the line spacing of a paragraph from here, select **Line Spacing Options...** to open the **Paragraph** window, which gives you more options.



To change the line spacing, select the **Line spacing** drop-down menu. This will allow you to define an exact number of lines, which is very useful for title pages, where lines may be spaced out, perhaps needing to be five or six lines apart.

Ensuring that line spacing on a page is consistent is just as important as setting the line spacing. It is often wise to select all text and adjust the line spacing together. If you move, copy, insert or delete text from your document, always check that the line spacing is correct after you have made any change. Each paragraph and heading can have the spacing before and after it set using the same **Paragraph** window. This is set in the **Spacing** section, where the space before and after any paragraph (a title is counted as a paragraph) can be edited.



Activity 10m

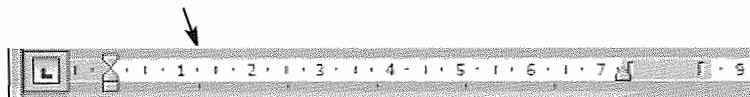
Open the file that you saved in Activity 10l.

Make the first paragraph single line spacing, the second paragraph 1.5 line spacing and the third paragraph double line spacing. Do not change the line spacing in the rest of the document.

Set the heading spacing to 12 spaces before and 24 spaces after the paragraph.

Save the file with a new name.

Paragraphs can be formatted with different settings for the first line of a paragraph and the other lines in a paragraph. These settings are all changed on the ruler, which looks like this.



On the left side of the ruler are two settings for the left margin. The top triangle adjusts the first line of the paragraph, the bottom triangle aligns the rest of the paragraph, and the rectangle below moves the whole paragraph.

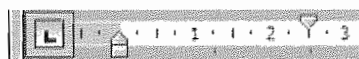
Task 10o

Open the file TEXT7.RTF and place your name on the left in the header.

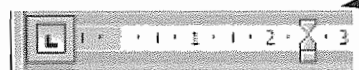
Set the first line of the first paragraph as indented text, indented by 2.5 centimetres. Indent the whole of the second paragraph by 2.5 centimetres. Set the fourth and fifth paragraphs as hanging paragraphs with a 2.5 centimetre tab. In the fifth paragraph make the text 'Good Use' a sub-heading.

Save the file with a new filename.

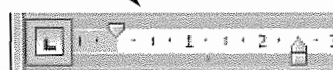
Open the file and place your name in the header. Click the left mouse button in the first paragraph. Drag the top triangle to the right by 2.5 centimetres, like this.



To indent the whole of the second paragraph, click in that paragraph and then drag the small rectangle across to the right by 2.5 centimetres, like this.



Highlight both the fourth and fifth paragraphs and drag the bottom triangle to the right by 2.5 centimetres, like this.



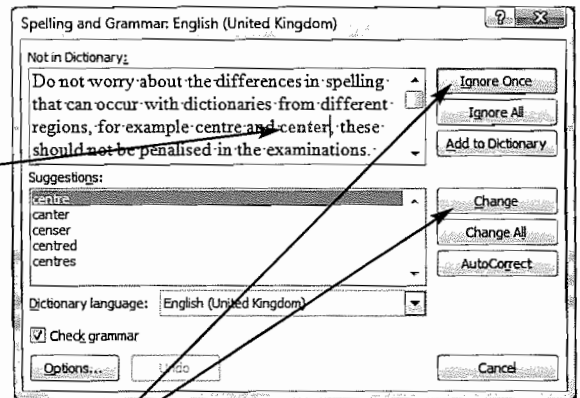
To make the text 'Good Use' a sub-heading, remove the full stop and space at the end of it and replace it with the <Tab> key.

Activity 10n

Open the file that you saved in Activity 10g. Add the text 'History item 1' as a new line to the start of the document. Format this text in the same style as the rest of the page. Change the title 'Weather update' to 'February 2009'. Set all of the text on the first page to be spaced 5 lines apart and all other text in the document to be single line spacing with no spacing before each paragraph and 24 point spacing after each paragraph. Indent first line of each paragraph on the second page by 5 millimetres. Save the file with a new name.

10.20 Correcting errors

You will need to spell check all word-processed documents before submitting them for assessment. Select the **Review** tab and in the **Proofing** section click on the **Spelling and Grammar** icon. The spelling and grammar check starts automatically. Any words or phrases found in a document that are not in the dictionary will be flagged as an error. Do not worry about the differences in spelling that can occur with dictionaries from different regions, for example 'centre' and 'center'; these should not be penalised in the examinations. For example, this has been flagged as an error, but was put into the text intentionally. Be careful not to change the spelling of names, especially for, companies, people or places. Each time an error is flagged, read it carefully and decide whether to change or ignore the spelling, using the buttons in the window.



It is important that you also read through all of the work and make sure that the text or data that you have typed is 100 per cent correct. A large number of marks can be lost in practical examinations through careless checking of your data entry. Check that your documents have consistency in all areas, not only fonts and styles, but also in line spacing and paragraph spacing. It is very easy to follow the instructions on a question paper, for example to remove a page break, only to find that you have an extra carriage return later, which will lose the consistency marks awarded for the document. If you have inserted section breaks or page breaks, make sure that there are no blank pages.

Part of the proofreading and error correction will be to check for widows and orphans. Even though you may have applied automatic widow and orphan control, it is always good practice to check that these have been removed. It is possible that you did not apply it to every paragraph. Make sure that other objects, like bulleted or numbered lists, tables, graphs and database or spreadsheet extracts are not split over two pages. Again, inserting appropriate breaks should avoid these problems.

Data manipulation

In this chapter you will learn how to:

- understand database structures
- create a database from an existing data file
- define database structures
- enter different forms of data into a database
- search for subsets of data
- produce a report
- export data and reports for use within another package
- use formulae within a database
- sort data within a database.

For this chapter you will need these source files from the CD:

- CARS.CSV
 - STATIONERY.CSV
-

11.1 Understanding database structures

Traditional **flat-file databases** store data using a system of files, records and fields:

- A **field** is a single item of data like a forename or date of birth. Each field has a fieldname, which is used to identify it within the database. Each field contains one type of data, for example numbers, text, or a date.
- A **record** is a collection of fields, for example all the information about one person or one item. These may contain different data types.
- A **file** (in database terms) is an organised collection of records, usually where all the records are organised so that they can be stored together.

You will be using *Microsoft Access*, which is part of the *Microsoft Office* suite. *Access* stores its data in the form of **tables**, which are organised by rows and columns. Two or more of these tables can be joined together because *Access* is a relational database, rather than a flat file database, but this is beyond the scope of the practical section of this book. Each row in a table contains a record. Each column in the table represents a field and each cell in that column has the same, pre-defined field type.

Field types

When you create a new database you will set each field a field type. The field type will tell *Access* how to store and manipulate the data for each field. You will usually decide what field type should be used for each field. There are a number of field types that you can use and different packages may have different names for these. The list below shows the generic names for these field types (these will probably be used in the examination questions), but depending upon the package used, you may have different names. For example, in *Access* an alphanumeric field is called a text field. The three main types of field are **alphanumeric**, **numeric** and **Boolean**:

- **Alphanumeric** data can store alpha characters (text) or numeric data (numbers) that will not be used for calculations. In *Access* this is called a text field.
- A **numeric** field type (as the name suggests) is used to store numeric values that may be used for calculations. This does not include numeric data like telephone

numbers which should be stored in an alphanumeric field type. In *Access* this is called a number field. There are different types of numeric field including:

- **integer** fields, which store whole numbers. In *Access* you can select an integer field or a long integer field. It is wise to use a long integer field if it is going to contain three or more digits
- **decimal** formats, which will allow a large number of decimal places, or a specified restricted number, if this is set in the creation of the field properties when the database is set up
- **currency** values, which allow currency formatting to be added to the display. These include currency symbols and regional symbols. The database does not store these as this would use up valuable storage space
- **date and time** formats, which store a date and/or time as a number.
- A **Boolean** (or logical) field type is used to store data in a Yes/No (or True/False, 0/1) format.

There are other field types as well, like a memo type but these are not available in all packages, so will not be in the practical examinations. As stated above, you will be using *Access*. *Microsoft Excel* is not suitable for database tasks as you can **not** define field types.

Task 11a

You work for a small garage called 'Dodgy Dave's Motors'. This garage sells used cars. Using a suitable database package, import the file CARS.CSV. Assign the following data types to the fields.

Who manufactured the car?	Text
Model	Text
Colour	Text
Price that we bought the car for	Numeric/Currency/2 decimal places
Price that we will sell the car for	Numeric/Currency/2 decimal places
Year	Numeric/Integer
Extras	Text
Does the car need cleaning?	Boolean/Logical

Some fieldnames are inappropriate. Create appropriate and meaningful fieldnames for those fields. You may add another field as a primary key field if your software requires this. Save your database.

It is important to make sure that you use the fieldnames exactly as given in the question paper, unless you are asked to provide appropriate and meaningful fieldnames. In this task you are asked for appropriate and meaningful fieldnames, so start by looking at the detailed descriptions given instead of the fieldnames, or even examine the data to work out what information the fields contains.

For this task, the descriptions help you to work out meaningful fieldnames. These should always be short enough to allow printouts to fit easily onto as few pages as possible. The first example is *Who manufactured the car?*; this could be shortened to *Manufacturer* or even *Make*. *Make* is short, meaningful and appropriate, so use that. The *Price that we bought the car for* could be changed to *Purchase Price*, *Purchase*, *P Price*, *P_Price* or just *PPrice*. Although *Access* will allow any of these,

do not use fieldnames with spaces in, as they may cause problems if you try to do more complex operations with the database. You could use any of the other three options, as all would be acceptable. For this task, use **PPrice**. Similarly, the next field can be called **SPrice**. For the final field, *Does the car need cleaning?*, simply using the fieldname **Clean** could give the wrong idea, as it could mean 'Does the car need cleaning?' or 'Is the car clean?'. In this case you can use **Valer** as the fieldname to avoid confusion. It is sensible to plan this and make the changes in the.csv file, before importing the data into *Access*.

Open the.csv file in *Excel*. Move into the relevant cells and type in the new fieldnames. Check the spelling carefully before re-saving the data file. Save it with the filename cars1.csv so you do not lose the original data file. Task 11a is continued in the next section.

11.2 Creating a database from an existing file

Hint

Check that the data files are in the correct format for your regional settings before attempting this section. (See Introduction, page xi.)

Open *Access* and use the **Office** button followed by **New** to open the **Blank Database** pane on the right-hand side in the window. Enter a **File Name**: for the database, for example 'cars' or a similar meaningful filename, and click on **Create**. This should open a new database similar to this.

Blank Database

Create a Microsoft Office Access database that does not contain any existing data or objects.

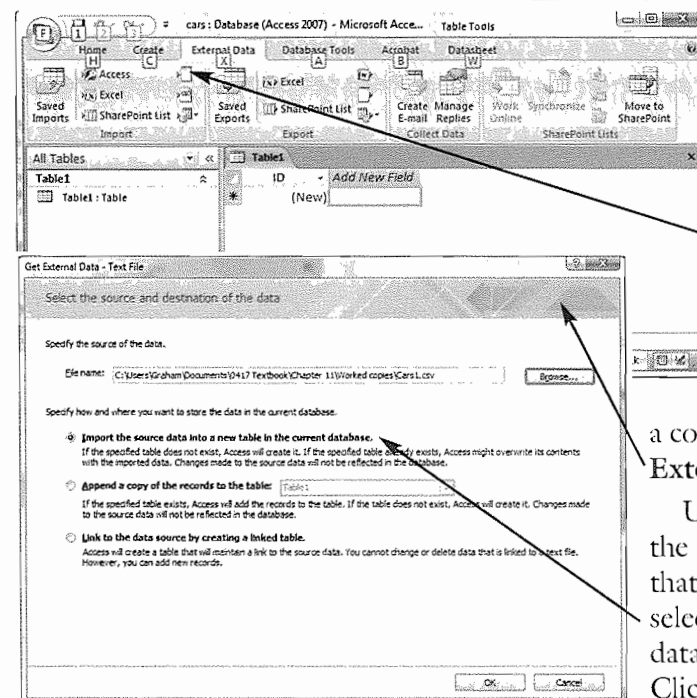
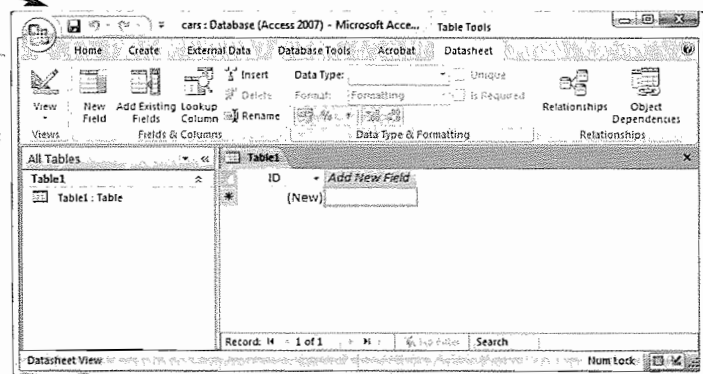
File Name:

Database1

C:\Users\Graham\Documents\

Create

Cancel



To import the file **CARS1.CSV** (remember we saved it with a new filename in an earlier section) for the task, select the **External Data** tab.

Click on the **Import text file** icon, as files saved in.csv format are text files, with each data item separated from the next by a comma. This icon opens the **Get External Data** window like this.

Use the **Browse...** button to find the file **CARS1.CSV** and ensure that the top radio button is selected. This will ensure that the data is saved in a new data table. Click on **OK**.

Hint

A large number of students perform poorly on these questions in examinations because they select the bottom option to link the database to data held in a spreadsheet.

The **Import Text Wizard** window will open. As comma separated value (.csv) files are delimited files (the comma is the delimiter); select the **Delimited** radio button and click on **Next >**.

For the next part of the wizard, make sure that the **Comma** is selected using the radio buttons (unless you have changed the.csv file so that it uses semi-colons as delimiters). Examine the first row of the data and decide whether this row contains the fieldnames that you need or if it contains the first row of data. If the first row contains the fieldnames click on the **First Row Contains Field Names** tick box. As you tick this box the first row changes from this, to this.

Import Text Wizard

Your data seems to be in a 'Delimited' format. If it isn't, choose the format that more correctly describes your data.

☒ **Delimited** - Characters such as comma or tab separate each field

☐ **Fixed Width** - Fields are aligned in columns with spaces between each field

Sample data from file: C:\USERS\GRAHAM\DOCUMENTS\0417 TEXTBOOK\CHAPTER 11\WORKED COPIES\CARS1.CSV

1	Make,Model,Colour,PPrice,SPrice,Year,Extras,Valet
2	TVR,Tuscan,Black,18000,20305,2006,Alloy Wheels Air Conditioning,N
3	Mercedes,C200,Silver,4995,5995,2003,Air Conditioning ,N
4	Toyota,MR2 roadster,Electric blue,13995,15895,2005,Leather Seats Air Conditioning,N
5	BMW,Z3,Metallic black,4665,5635,2000,Alloy Wheels ,N
6	Toyota,Celica,Red,21995,24695,2008,Air Conditioning Alloy Wheels,Y
7	Audi,TT,Black,15495,17545,2007,Central Locking Leather Seats Alloy Wheels,N
8	Mercedes,E320 ,Silver,11450,13095,2007,Air Conditioning ,N
9	Mini,Cooper,Green,12500,14255,2008,Central Locking Leather Seats Air Conditioning
10	Vauxhall,Astra Merit,Black,1695,2365,2003,Air Conditioning ,N
11	Ford,Escort,Dark blue,2395,3135,2003,Alloy Wheels ,N
12	Subaru,Legacy,Silver,3995,4895,2003,Air Conditioning Alloy Wheels,N
13	Renault,Clio,Dark blue,3995,4895,2006,Air Conditioning ,N
14	Ford,Mondeo,White,18750,21125,2009,N

Advanced... Cancel < Back Next > Finish

Import Text Wizard

What delimiter separates your fields? Select the appropriate delimiter and see how your text is affected in the preview below.

Choose the delimiter that separates your fields:

☐ Tab ☐ Semicolon ☒ **Comma** ☐ Space ☐ Other:

☒ **First Row Contains Field Names** Text Qualifier: (none)

Make	Model	Colour	PPrice	SPrice	Year	Extras	
TVR	Tuscan	Black	18000	20305	2006	Alloy Wheels	Air Conditioning
Mercedes	C200	Silver	4995	5995	2003	Air Conditioning	
Toyota	MR2 roadster	Electric blue	13995	15895	2005	Leather Seats	Air Conditioning
BMW	Z3	Metallic black	4665	5635	2000	Alloy Wheels	
Toyota	Celica	Red	21995	24695	2008	Air Conditioning	Alloy Wheels
Audi	TT	Black	15495	17545	2007	Central Locking	Leather Seats
Mercedes	E320	Silver	11450	13095	2007	Air Conditioning	
Mini	Cooper	Green	12500	14255	2008	Central Locking	Leather Seats
Vauxhall	Astra Merit	Black	1695	2365	2003	Air Conditioning	
Ford	Escort	Dark blue	2395	3135	2003	Alloy Wheels	
Subaru	Legacy	Silver	3995	4895	2003	Air Conditioning	Alloy Wheels
Renault	Clio	Dark blue	3995	4895	2006	Air Conditioning	
Ford	Mondeo	White	18750	21125	2009		

Advanced... Cancel < Back Next > Finish

Import Text Wizard

What delimiter separates your fields? Select the appropriate delimiter and see how your text is affected in the preview below.

Choose the delimiter that separates your fields:

☐ Tab ☐ Semicolon ☒ **Comma** ☐ Space ☐ Other:

☒ **First Row Contains Field Names** Text Qualifier: (none)

Make	Model	Colour	PPrice	SPrice	Year	Extras	
TVR	Tuscan	Black	18000	20305	2006	Alloy Wheels	Air Conditioning
Mercedes	C200	Silver	4995	5995	2003	Air Conditioning	
Toyota	MR2 roadster	Electric blue	13995	15895	2005	Leather Seats	Air Conditioning
BMW	Z3	Metallic black	4665	5635	2000	Alloy Wheels	
Toyota	Celica	Red	21995	24695	2008	Air Conditioning	Alloy Wheels
Audi	TT	Black	15495	17545	2007	Central Locking	Leather Seats
Mercedes	E320	Silver	11450	13095	2007	Air Conditioning	
Mini	Cooper	Green	12500	14255	2008	Central Locking	Leather Seats
Vauxhall	Astra Merit	Black	1695	2365	2003	Air Conditioning	
Ford	Escort	Dark blue	2395	3135	2003	Alloy Wheels	
Subaru	Legacy	Silver	3995	4895	2003	Air Conditioning	Alloy Wheels
Renault	Clio	Dark blue	3995	4895	2006	Air Conditioning	
Ford	Mondeo	White	18750	21125	2009		
Ford	Fiesta	Blue	7700	8975	2009	Central Locking	Air Conditioni

Advanced... Cancel < Back Next > Finish

Click on **Advanced...** to open the **Import Specification** window.

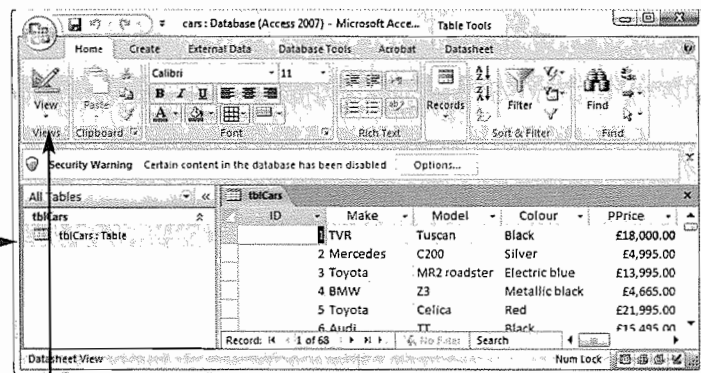
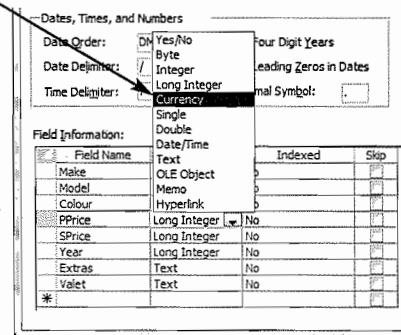
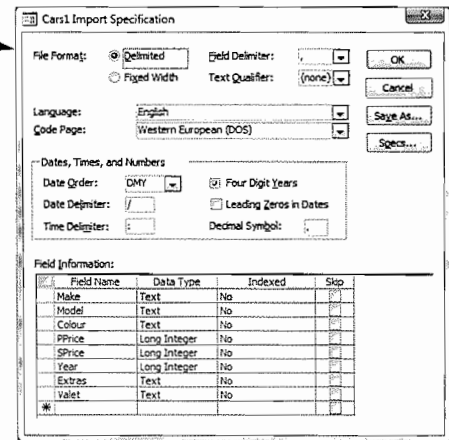
Check that all the fieldnames and data types match those specified in the task. In this case the **PPrice**, **SPrice** and **Valet** fields are not correct. The **PPrice** and **SPrice** fields need changing to numeric (currency) fields and the **Valet** field needs changing to a Boolean (Yes/No) field.

To change the **PPrice** field into a numeric field with a currency sub-type, click on the **Data Type** cell for this field and use the drop-down list to select the **Currency** field type. Repeat this process for the **SPrice** field.

For the **Valet** field, use the drop-down list to change the **Text** field type into a **Yes/No** field type. When all of these changes have been made, click on **OK**. Select **Next >** twice. In the next screen, ensure that the radio button for **Let Access add primary key** is selected – this adds a new field called **ID** to the table and Access will use this as the **primary key** field. Click on **Next >** and in the **Import to Table:** box, enter **tblCars**. This is a meaningful table name, as 'tbl' shows you that it is a table and the 'Cars' gives relevance to the data. Click on **Finish** to import the data and on **Close** to close the wizard. Double click on **tblCars** to display the table like this.

Hint

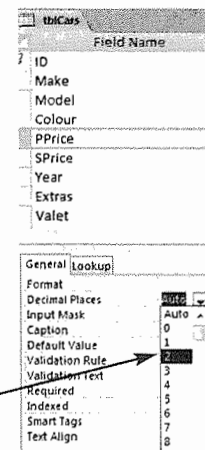
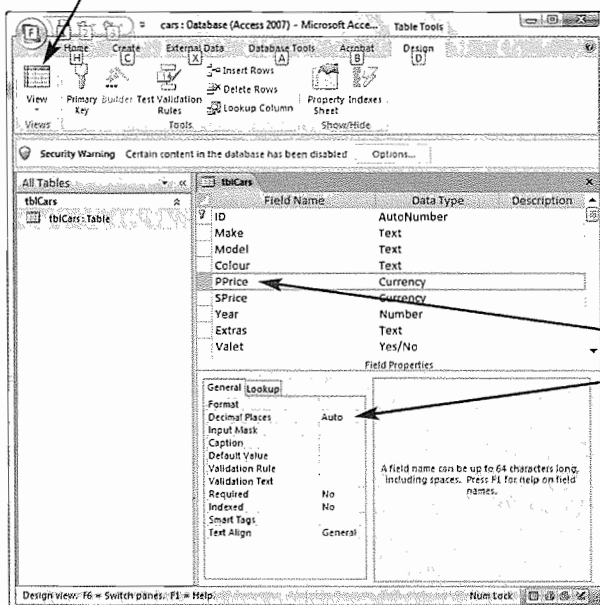
The icon in the **Views** tab will let you change between **Datasheet** and **Design View**.



Changes to the field types or other properties, can be changed from the **Home** tab. In the **Views** section, click on the **Design View** icon.

The task instructed you to set the **PPrice** field to 2 decimal places. You can check this by clicking the left mouse button in the **PPrice** field and viewing the number of **Decimal Places** in the **General** tab at the bottom of the window.

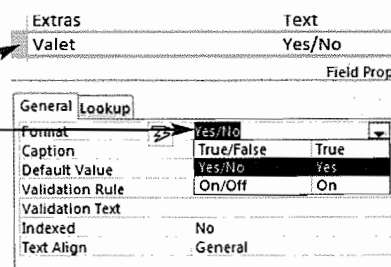
As you can see this is not set to 2 decimal places but is set to automatic. Click on the cell containing **Auto** and use the drop-down list to set this to 2 decimal places. Repeat this process for the **SPrice** field.



Hint

If you need percentage values, set an integer or long integer field type and select Percentage from the Format drop-down menu for this field.

To change the Boolean field so that it displays Yes or No (it does not store the data like this), click in the **Valet** field and in the **General** tab select the **Format** cell. Use the drop-down list to select the **Yes/No** option. Save the database for later use.

**Activity 11a**

You work for a shop selling office supplies called 'Easy as ABC'. Using a suitable database package, import the file STATIONERY.CSV. Assign the following data types to the fields.

Code	Numeric/Integer
Type of product to be sold	Text
Description of the product to be sold	Text
Quantity of items in each pack	Numeric/Integer
Colour	Text
Sales Price	Numeric/Currency/2 decimal places
Purchase Price	Numeric/Currency/2 decimal places
Discount	Boolean/Logical

Some fieldnames are inappropriate. Create appropriate and meaningful fieldnames for those fields. Use the Code field as your primary key field. Save your database.

11.3 Entering data**Task 11b**

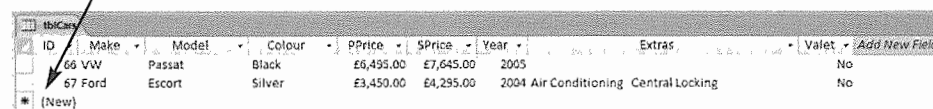
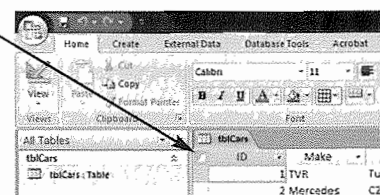
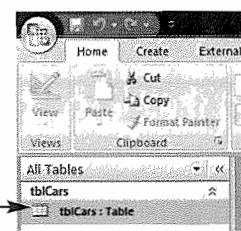
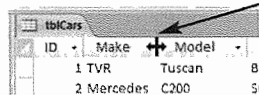
Open the file that you saved at the end of Task 11a. Add this new car to the database.

Make	Model	Colour	PPrice	SPrice	Year	Extras	Valet
Ford	Escort	Silver	4350	5285	2002	Alarm Central Locking Alloy Wheels	Y

Data would normally be entered into a database using a form, but in the practical examinations it is probably better to use the table to enter new data.

Open the database saved in Task 11a. Double click the left mouse button on the table name to open the table in **Datasheet View**.

To make sure that all the columns are fully visible, click the left mouse button on the small white triangle to highlight the entire datasheet. Move the cursor between two fieldnames until it looks like this and then double click. This will adjust the display widths of the columns. Scroll down the list of cars until you reach the entry with a star next to it which will allow you to add a **New** car at the bottom.



Click the cursor in the **Make** cell for the new car and add 'Ford'. The new ID number will automatically appear in the **ID** field, as you set this field as an AutoNumber type. Move the cursor and enter the **Model**, **Colour**, **Year** and **Extras** in the same way. You can always use copy and paste for some data. For example, if you need to make sure the spelling of Escort is correct, copy and paste it from record 67 above. For the **PPrice** and **SPrice** fields, enter only the numbers (and decimal point if this is required). Do not attempt to enter any other characters like the currency symbol. As you press the <Enter> key after adding the prices **Access** will set the data into currency format. The **Valet** field will automatically default to No. Move into this field and enter Yes in this cell. As you enter each item of data **Access** will automatically save it.

Check your data entry carefully using **visual verification**. This is when you compare the original data on paper (in this case, in Task 11b) with the data that you have entered into the computer. Any data entry error in a database may cause you errors when you try to use the database to search or sort. Save the database.

Task 11c

Open the file that you saved at the end of Task 11b.

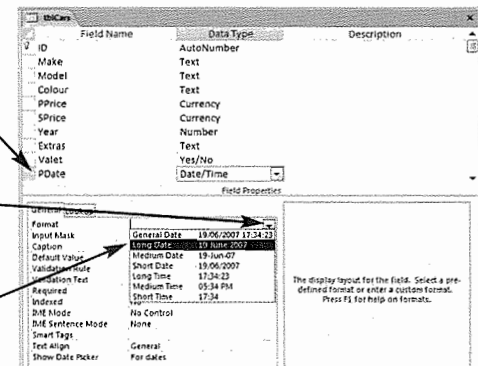
Add a new field to the database called PDate. Add the purchase date of 30 September 2009 for the next record.

Open the database and open the table tblCars in **Design View**. Move to the empty row below the **Valet** field and enter the **Fieldname** PDate.

In the **Data Type** box use the drop-down list to select the **Date/Time** type.

Choose the most appropriate **Format** for the question. In this case, the task asks for a **Long Date** format.

Save the database and select the **Datasheet View**. Move the cursor into the PDate field for the new record (the Silver Ford Escort) and use the **Calendar** icon to select the correct date.



67 Ford	Escort	Silver	£3,450.00	£4,295.00	2004 Air Conditioning	Central Locking
69 Ford	Escort	Silver	£4,350.00	£5,285.00	2002 Alarm	Central Locking Alloy Wheels
(New)						

